



Overseas Request for Quotation (RFQ) for Services

Date of RFQ posting: June 4, 2015

Closing date: July 3, 2015

Peace Corps intends to offer Multiple Blanket Purchase Agreements for ***Lodging/Accommodation within Tirana and Elbasan, on an As-Needed basis.***

Interested vendors should submit a quote for 'Lodging As-Needed' as described in this RFQ. Quotes are due by **4:00 p.m. on July 3, 2015**, and should be addressed to: Director of Management and Operations: information@al.peacecorps.gov.

Any questions regarding the RFQ may be addressed to the same email address. No phone inquiries will be accepted. Offers received after the closing date will not be accepted.

I. Services Required

A. Price:

Item	Description	Unit	Unit Price in Leke VAT included.
001	Lodging in twin rooms, breakfast included	Room	
002	Lodging in single rooms, breakfast included	Room	
Total			

Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any VAT, administrative or overhead costs.

B. Statement of Work/Specifications

Provide lodging, breakfast included, on as-needed basis. Lodging is needed throughout the year, with reservations made 1 to 5 days in advance.

No specific volume is guaranteed. Peace Corps estimates 40 lodging reservations in Elbasan throughout the year, and 400 lodging reservations in Tirana throughout the year. This volume would be split across BPA holders as needed.

C. Cancellation policy of Supplier, if applicable

Item	Description	Unit/Qty	Unit Price
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D. Location of Work

Within Tirana and Elbasan.

E. Acceptance Criteria

Performance is measured by: cleanliness of facilities, availability of rooms on an as needed basis.

F. Contract Terms and Conditions

Blanket Purchase Agreements are one-year contracts with Four, one-year options to renew, not to exceed 60 months in total. BPA holder would be contacted 1 to 5 days in advance to make the reservation.

G. Peace Corps Payment Schedule and Terms

BPA holder will receive payment by Electronic Funds Transfer in approximately 30 days after acceptance and receipt of valid/accurate invoice. Invoices can be submitted once or twice per month.

H. Evaluation Factors:

Award will be made after consideration of the following factors as marked below:

- _1_ Price
- _3_ Location/Ease of access
- _2_ Cleanliness and safety of the hotel
- _4_ Reference Checks/Final inspection

Award may be made to other than the low priced quote. The award will be made to the total *quote that offers the best value* in accordance with the above evaluation factors.

I. Instructions to Vendors:

- a. Please read RFQ in its entirety including factors that will be considered in making award in Section I.
- b. Return completed RFQ by due date as follows:
 - 1) Fill in prices in Section A and in Section C (if applicable).
 - 2) List/state any other terms or items in Section J not requested in the RFQ that is believed would benefit Peace Corps and would improve consideration for selection. These terms/items must not increase the prices quoted in Section A.
 - 3) Sign and return RFQ by required due date.

J. Other Terms/Items Offered at No Additional Cost:

SUPPLIER AUTHORIZED REPRESENTATIVE

Name: _____ Position/Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____